

Name of School: _____

Name of LEA: _____

State Tutoring Checklist

This checklist is required to be filled out by each tutor. It must be signed, dated, and emailed to the State Tutoring inbox at statetutor@azed.gov prior to the start of tutoring. Please initial/check off each action item stating you understand the action item and when the action item is to be performed. If you have any questions on any part of the tutoring program, please contact statetutor@azed.gov.

☐ COMPLETE a Certificate of Supplemental Instruction (CSI) for each student prior to the start of tutoring.

☐ Register students and enter sessions as students are assigned to you.

☐ Log your hours into the State Tutoring application located in ADEConnect in a timely manner. Do not wait until the end of the tutoring session to enter hours. *(If too many users are utilizing the system at the same time the system can be overwhelmed, thus forcing a shutdown.)*

☐ Sign in sheet(s) must be complete and match hours and sessions entered into ADEConnect.

☐ Obtain a login and password for ADEConnect from your LEA Entity Administrator (ADE no longer issues login and passwords).

I, _____, understand that these tasks must be completed prior to tutoring starting and/or in a timely fashion. The last day of tutoring will be **04/29/2016** and the last day to enter hours and sessions will be **05/13/2016**. ADEConnect will do a forced shut down on this exact day (5/13/16) and ADE State Tutoring staff will **NOT** be creating a second session for late submissions.

Tutor Signature: _____

Date: _____